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STATEMENTS OF FUNCTIONS
Administrative Staff
Logistics Office

1. Assist and advise the Chief and Deputy Chief of the Logistics Office, and staff and line officials in the development, application, and review of all administrative activities of the Office such as personnel, budget, processing of general and classified mail, Top Secret Control, space control, control of office equipment, and supplies and services.
2. In cooperation with the Logistics Career Service Board, formulate internal personnel and training policies.
3. Develop implementation of personnel requirements, and conduct routine personnel functions involving the review, recording, and preparation and disposition of personnel forms and records.
4. Develop personnel training requirements for the Logistics Office, assist in the formulation of logistics training programs and courses and schedule Logistics Office personnel for training.
5. Conduct liaison with the Personnel Office and the Office of Training in the development of personnel and training policies and procedures consistent with Agency policies and procedures.
6. Administer the Logistics Office records management program.
7. Administer centralized mail room, document registry, communications distribution and pickup, and classified material control function.
8. Advise in the preparation of staff and division budget estimates, consolidate and coordinate annual budget requests and justifications, prepare overall budget estimates, and justifications, for the review of Chief of Logistics, and assist the Chief in presentation of budget material at Comptroller hearings.
9. Assist the Chief, Logistics, in the development of Logistics Office budget and fiscal policies.
10. Maintain a system of internal allotment and expenditure of funds and supply information regarding the availability of funds for Logistics Office programs, projects and activities.
11. Develop and control procedures governing Logistics Office regulatory issuances.
12. Improve existing logistics procedures and develop and ensure the implementation of new and revised procedures.
13. Provide assistance to line and staff officials in the preparation of

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Logistics Office Instructions or Agency regulations.

14. Study and analyze operational efficiency, effective utilization of personnel and in collaboration with O&M Service, organization, for recommendations for improvement in these fields.
15. Evaluate logistics employee suggestions.

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STATEMENT OF FUNCTIONS
Management and Fiscal Branch
Administrative Staff
Logistics Office

1. Assist officials of the Logistics Office in administrative matters.
2. Assist in formulation and issuance of internal administrative and fiscal policies and in the development and implementation of such policies.
3. Provide a centralized mail and document control functions, including logging, pouching, destruction of top secret material and maintenance of supporting records.
4. Conduct studies and analyses of proposed and existing organizational work procedures, methods, functions and utilization of personnel, space, work flow and related aspects of management within the Logistics Office to determine effectiveness of operations, adequacy and clarity of procedures and conformance to established authority.
5. Develop, control issuance, and assure implementation of procedures in the areas of personnel, budget, processing of mail and registered documents, space control, allocation of parking spaces, the furnishing of office equipment, supplies and services and such other administrative services as may be necessary within the Logistics Office.
6. Collaborate with GYM Service in the development of effective organizational patterns for the Logistics Office.
7. Provide advice and assistance to Logistics Office components in the preparation, coordination and publication of agency regulatory issuances initiated or coordinated through such Logistics Office components.
8. Provide control and evaluation of logistics employee suggestions.
9. Develop and administer the records management program of the Logistics Office including the control of records creation, maintenance and disposal.
10. Deliver, sort, and pick up all incoming and outgoing correspondence and communications on a regular schedule and by special messenger.
11. Maintain files of internal directives, delegations of authority, instructions, notices and provides information on these files.
12. Obtain budget estimates from line and staff officers and advises such officers of the proper form, content and other details involved in the preparation of estimates.

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13. Consolidate budget estimates into an overall estimate in accordance with Comptroller's Office instructions.
14. Coordinate proposed budget with the Comptroller's Office and effect revisions as necessary.
15. Brief the Chief, Logistics on all aspects of the budget estimate prior to Comptroller budget hearings and assist in the presentation of justifications at such hearings.
16. Maintain records of Comptroller's monthly reports of allotments and expenditures within the Logistics Office and advise line and staff chiefs of the status of quarterly allotments.
17. Prepare staff studies, as necessary, requesting additional funds for presentation to the Comptroller's Office.
18. Review travel orders, T/O's or T/O revisions for funds allotted to staffs and divisions and recommends approval or disapproval on the basis of funds available.
19. Maintain records of Comptroller, Bureau of the Budget, and other requirements affecting budgetary matters.
20. Request code designations from RI and maintain records of code designations by numerical cross index.

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**STATEMENT OF FUNCTIONS
PERSONNEL AND TRAINING BRANCH
ADMINISTRATIVE STAFF
LOGISTICS OFFICE**

1. Develop a program of personnel policies, administration and training for the Office of Logistics within the framework of established CIA personnel policies and regulations.
2. Serve as Personnel Evaluation Officer for this Office and provide advice and assistance to supervisors and employees in all aspects of personnel evaluation.
3. Advise staff and division officials on all phases of personnel and training problems.
4. Cooperate with line and staff officials to determine T/O's, classes and types of personnel required, and recommend slotting of personnel.
5. Maintenance of current information and status of T/O's and Position Inventory Records.
6. Servicing and support of Logistics Office Career Service Board by:
 - a. Providing secretariat.
 - b. Providing advance information on returning personnel.
 - c. Providing summary information on numbers, grades, dates of grades, location, etc., of personnel by career category.
 - d. Maintaining a roster of logistics personnel available for overseas service.
 - e. Maintaining control and follow-up on application of training prescribed by Career Service Board Actions.
 - f. Preparation and processing of SF-52, Request for Personnel Action, and such other supporting papers as may be required to accomplish personnel actions and maintain current information on status of such actions.
 - g. Provide technical advice on all problems of personnel or training.
7. Brief employees prior to overseas movement.

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8. Review Personal History Statements, other data, and interview prospective employees for referral to appropriate staffs or divisions.
9. Correspond with elements of the Logistics Office, headquarters and field, on matters of personnel and training, policy interpretation and procedural instruction.
10. Screen, control, and initiate personnel action requests.
11. Serve as employee counsellor for the Logistics Office.
12. Determine training requirements for technical logistics training for personnel of the Logistics Office and other Offices of the Agency dealing with logistical matters and collaborate with the Office of Training to develop appropriate training methods, standards, facilities and courses to fill these requirements.
13. Maintain training rosters and schedule individuals for prescribed training.
14. Serve as consultant to the Director of Training on the status and effectiveness of logistics training programs.....
15. Conduct those courses in logistics operations which are to be provided by the Logistics Office.

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STATEMENT OF FUNCTIONS
SECURITY BRANCH
ADMINISTRATIVE STAFF
LOGISTICS OFFICE

This function reports directly to the Chief of Logistics but is placed on the Administrative Staff only for purposes of Administrative support such as space and clerical assistance.

Under the technical guidance of the Security Office and within the framework of established CIA security policies, regulations, and procedures:

1. Advise Logistics Office personnel regarding security measures necessary in daily operations and administration.
2. Confer with the Security Office on all Logistics Office security matters affecting Agency-wide security policy.
3. Recommend to the Security Office desirable CIA security policies as related to Logistics Office operations.
4. Coordinate with the Security Office on security violations or compromises involving the Logistics Office and take action as directed by the Security Office.
5. Prepare internal security directives and notices, subject to the approval of the Chief, Logistics, and the Security Office.
6. Submit periodic reports to the Security Office on security activities in Logistics Office.
7. Conduct pre-contract and in-progress inspections of contractors' plants, warehouses, and facilities to determine that security facilities are adequate for production of sensitive materials and that security measures are properly enforced.
8. Conduct pre-contract security briefings in relation to classified contracts and advise contractors in security matters.
9. Conduct liaison with the Security Office in all matters relating to classified contracts, enforcement of security measures at production sites, and special security inspections and investigations relating to R & D contracts.
10. Inspect present and proposed Logistics Office field installations for adequate security administration and advise field personnel on security matters.

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11. Conduct special security studies in Logistics Office as requested by the Chief and by the Security Office.

12. Confer with the Security Office regarding all security matters of a non-routine nature affecting the Logistics Office.

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